

**CITY OF LONG BEACH
DEPARTMENT OF PARKS, RECREATION AND MARINE
PARKS AND RECREATION COMMISSION MINUTES
March 16, 2006**

I. CALL TO ORDER

The meeting of the Parks and Recreation Commission was called to order by Chris Kozaites, President, at 9:04 a.m., at the El Dorado Park West Senior Center Library. Phil Hester, Director of Parks, Recreation and Marine, took roll call and confirmed a quorum.

Present: Chris Kozaites, President
Harry Saltzgaver, Vice President
Simon George
Albert Guerra
Drew Satariano
Brett Waterfield

Absent: Bea Antenore (excused)

Staff: Phil Hester, Director of Parks, Recreation and Marine
Thomas Shippey, Manager, Maintenance Operations Bureau
Dennis Eschen, Manager, Planning and Development Bureau
Belem Solis, Superintendent, Community Recreation Programs
Janet Day-Anselmo, Manager, Business Operations Bureau
Diane Lewis, Manager, Community Enrichment Programs
Geoff Hall, Special Projects Officer

Guests: Art Cox, Superintendent, Street Maintenance Division, Public Works

It was moved by Vice President Saltzgaver and seconded by Commissioner Waterfield to excuse the absence of Commissioner Antenore. The motion carried unanimously.

II. APPROVAL OF MINUTES – FEBRUARY 16, 2006

It was moved by Commissioner Satariano and seconded by Vice President Saltzgaver to approve the February 16, 2006 Parks and Recreation Commission minutes. The motion carried unanimously.

III. SAMMY AWARD PRESENTATION – DAVID ASHMAN

Mr. David Ashman sent a message that he was unable to attend this meeting, and awarded the Sammy Award to Janet Day-Anselmo in absentia. His note also mentioned that he would be giving a short presentation at the April 20th meeting.

IV. EMPLOYEE OF THE MONTH PRESENTATION FOR MARCH

President Kozaites stated that Vice President Saltzgaver would announce the Employee of the Month for March.

Vice President Saltzgaver announced Joy Warren as Supervisory Employee of the Month for March.

Ms. Cynthia Fogg, as her supervisor, spoke about Ms. Warren.

V. ACKNOWLEDGEMENT OF TAKE PRIDE IN AMERICA AWARD – EL DORADO NATURE CENTER “ADOPT-A-BEACH” PROGRAM

Ms. Diane Lewis had the Nature Center staff come forward and said that the Parks and Recreation Commission is acknowledging the staff on winning the United States Department of the Interior’s Take Pride in America Award for the Nature Center’s Adopt-A-Beach program.

Commissioner Kozaites presented the Nature Center staff with a plaque from the Parks and Recreation Commission honoring their work.

VI. ACKNOWLEDGEMENT OF LONG BEACH HERITAGE ASSOCIATION PRESERVATIONIST OF THE YEAR AWARD – ELLEN CALOMIRIS

Ms. Lewis said that Ms. Calomiris was recently honored by the Long Beach Heritage Association as Preservationist of the Year for her commitment and dedication to the preservation and interpretation of Rancho Los Cerritos.

President Kozaites presented Ms. Calomiris with a plaque from the Parks and Recreation Commission honoring her work.

VII. COMMISSION ACTION ITEMS

#06-0301

PERSONAL SERVICES/INSTRUCTION AGREEMENTS-MONTHLY APPROVAL

It was moved by Vice President Saltzgaver and seconded by Commissioner Waterfield to authorize the Community Recreation Programs Bureau Manager or his or her management designee to execute the Personal Services and Instruction Agreements and amend Attachment “A” of the agreements as needed. The motion carried unanimously.

#06-0302

MEMORIAL BENCH FOR TROY REDER

Mr. Hester stated that this bench is proposed to be located along the bluff consistent with the design of the other benches the Department has placed there.

It was moved by Vice President Saltzgaver and seconded by Commissioner Satariano to approve the placement and installation of the memorial bench for Mr. Troy Reder. The motion carried unanimously.

VIII. COMMITTEE STATUS REPORTS

A. EXECUTIVE COMMITTEE
President Kozaites, Chair

President Kozaites said that the Executive Committee met and discussed the agenda. They also decided to place the new Commissioner, Albert Guerra, in the vacant positions on the Park Safety Committee, the Equal Employment Opportunity and Customer Satisfaction Committee, and the Special Events and Recreation Committee. He stated that the Committee listing was included in the packet.

B. FINANCE AND APPEALS COMMITTEE
Commissioner Satariano, Chair

Commissioner Satariano said that the statement was included in the packet. He reported that the Department is 42 percent through the fiscal year and everything seems to be in order. He stated that most of the revenue comes in during the peak months in the summer.

Mr. Hester explained the Department's estimates-to-close procedure.

Vice President Saltzgaver stated that the preview of the Department budget has been done through the Executive Committee as opposed to the Finance and Appeals Committee. He asked if this policy could be continued.

President Kozaites stated that this process worked well last year and was comfortable with that continuing.

Mr. Hester stated that the Commission would be hearing about a cost recovery policy and the Focus on Long Beach programs, and prior to the next meeting the Department would like to bring forth the budget discussion.

Ms. Janet Day-Anselmo stated that in April she is also planning to meet with the Finance and Appeals Committee to discuss fee increases.

Mr. Hester asked if the Commission would like to put those items in the Finance and Appeals Committee or a different committee.

President Kozaites responded that he is okay with cost recovery and fees staying in the Finance and Appeals Committee and the budget discussion staying in the Executive Committee.

Vice President Saltzgaver stated that he would also like to attend the Finance and Appeals Committee meeting.

Mr. Hester stated that staff would make sure that all the Commissioners are notified of all the Committee meetings.

C. PARK SAFETY COMMITTEE
Commissioner Waterfield, Chair

Commissioner Waterfield stated that the Park Safety Committee did not meet this month. He stated that the incident statistics report was included in the packet. He requested an update on the ranger station.

Ms. Diane Lewis responded that the modular station is scheduled to be placed on April 3, and then will be outfitted with furniture and computers. She said that they are planning for a dedication to be held in late spring.

Commissioner Waterfield asked about the status of the Chief Park Ranger position.

Mr. Hester stated that this item went to the Civil Service Commission yesterday and they approved to move Bill Greco into the Supervising Park Ranger position as a provisional appointment because there is no Civil Service list to pull from.

Mr. Hester said he thinks it might be helpful for the Park Safety Committee to convene in the next week or so to discuss the park ranger shooting situation, and we need to review the Department's shooting policy with the Commission. He said that it would be good for the Commission to understand this process. He stated that the Department is expecting the Police report on the incident in the near future.

D. EQUAL EMPLOYMENT OPPORTUNITY AND CUSTOMER SATISFACTION
COMMITTEE
Commissioner Satariano, Chair

Commissioner Satariano stated that the Committee would meet next month.

E. CAPITAL IMPROVEMENT PROJECTS COMMITTEE
Commissioner George, Chair

Commissioner George stated that the Committee would meet in April at 8:15 a.m., before the Commission meeting.

F. CITY SCHOOLS/JOINT COMMITTEE
Commissioner Antenore, Chair

Vice President Saltzgaver stated that there was no meeting this month.

G. SPECIAL EVENTS AND RECREATION COMMITTEE
Vice President Saltzgaver, Chair

Vice President Saltzgaver stated that the Committee met this morning and discussed the Municipal Band. He stated that the Department is looking for sponsorships to pay for the two extra weeks of concerts this year. He recommended that the Commission purchase a table and donate an item for the silent auction. He said that he should have the Municipal Band schedule by the April meeting.

IX. DIRECTOR'S REPORT TO COMMISSION

A. DIRECTOR'S MONTHLY REPORT – FEBRUARY 2006

Commissioner George discussed the tennis coach from USC, mentioned on page 7.

X. CORRESPONDENCE

President Kozaites stated that there was no correspondence received.

XI. UNFINISHED BUSINESS

A. LONG BEACH SPORTS PARK AND YOUTH GOLF LEARNING CENTER –
COMMUNITY MEETING – FEBRUARY 25, 2006

Mr. Eschen stated that there was a community meeting held on February 25, which was well attended. He said that it was the consensus that the alternative 3B was a step in the right direction and addressed more of the concerns of the passive park users and the environmental community. They are very interested in continuing a positive relationship through the actual construction design. We agreed to do that and are setting up a committee of people to participate with us.

Mr. Eschen distributed improved drawings of the two options.

Vice President Saltzgaver asked if these people understand that the City Council can do whatever they please, that these are not binding agreements you are making with them.

Mr. Eschen responded, yes.

President Kozaites said that in reading the minutes from last month, Commissioner Guerra raised the question of when this (Sports Park design plans) comes back to the Commission today, whether or not we (the Commission) would potentially pick one plan for recommendation.

Vice President Saltzgaver stated that he was not interested in doing that.

Mr. Hester responded that the only purpose in bringing this back was to hear the results of the community meeting. I don't think anything changed, from our perspective, as to what we are submitting to the City Council, based on the Commission's last action. My recommendation is that we would not advise the Commission to pick one plan. In fairness to everyone who has been involved on both sides of this, the public should be noticed of the intent to make a recommendation.

President Kozaites stated that he just wanted a clarification if that was an issue.

Mr. Hester stated that the plan was, based on the Commission's action, to submit all three proposals, which includes the original and two options, to the City Council for their consideration.

President Kozaites stated that since he was not at the meeting last month, he would like to go on record that the original plan is the most viable. He commended staff for all the additional time, money, and effort made to accommodate the environmentalists.

Commissioner Satariano stated that having made the motion last month, he wanted to stress consistency in that any of the three plans is acceptable to the Commission. It looks like the input is narrowed down to 3B in deference to the environmentalists.

It was moved by Commissioner Satariano and seconded by Vice President Saltzgaver to receive and file the report on the February 25, 2006 community meeting. The motion carried unanimously.

Vice President Saltzgaver asked when this item would be going to the City Council.

Mr. Hester responded that originally it was going on April 4, but has been changed to April 18. He said that a study session would be held with the full City Council on April 4, at which time Amy Bodek with Community Development would be making a full presentation of the project and answer any questions. If the Commissioners are available to be at that work session, it probably would be a good idea. The City Council will be making a decision at the April 18 meeting.

Commissioner Waterfield asked if the Commissioners could be given a notice or reminder of the April 4 meeting. He asked if the Youth Golf Learning Center has been dropped from the title.

Mr. Hester responded that it would be dropped once the City Council has made their decision.

Commissioner Guerra commended Mr. Dennis Eschen on the good job he did moderating the community meeting.

XII. NEW BUSINESS

A. REPORT ON THE AQUARIUM OF THE PACIFIC'S PROPOSED WATERSHED EDUCATION AND OUTREACH PROJECT

President Kozaites said that the Aquarium wished to postpone their presentation.

B. STREET TREE POLICY – BECOMING TREE CITY USA PRESENTATION – MARK CHRISTOFFELS

President Kozaites stated that Art Cox, Superintendent from Street Maintenance, Public Works Department, would be making the presentation.

Mr. Cox said that he is a Superintendent from Street Maintenance, which includes street trees and street maintenance issues such as potholes. He said that he would show the PowerPoint presentation that was given to the City Council about a month ago and that this is a process that their division has been working on for about a year. They are revising the street tree policy and enhancing their services. He said that the Public Works Department is responsible for 84,000 parkway and median trees. Mr. Cox said that there are 100 different species, of which the most prominent is the Southern Magnolia. He mentioned that he has 29 employees who service the trees and five certified arborists to help make decisions about the trees. He said that the city is divided into 32 grids for a tree trimming schedule. Their goal is to get through eight of those grids on an annual basis. They use a private contractor to trim the trees. One of the division's primary responsibilities is to provide emergency response. Last year during the storms they lost about 250 trees. They also remove trees.

In order for a tree to be removed it needs to be dead, diseased, or dying, and it also needs to be certified by an arborist that it is dying. We want to do everything we can to preserve the trees, because it is too hard to replace them. There is no replacement budget, so they have to take from other areas of their budget to plant trees. He said they do have a small amount of trees to be planted through grants, but it is nowhere near adequate to meet the need. Mr. Cox said that several mature trees are at the end of their life cycle. The staff will pull about two trees from a block and plant two new ones and give those some time to mature. Maybe three years later they will pull a few more trees in that block and plant a few more to replace them.

Mr. Cox explained their planting, removal, and trimming no-fee permits. He said that if a citizen wants to plant a tree, they are requested to get a free permit, and the citizen is given an instruction guide telling them what type of trees are allowed as replacements. He mentioned that when a tree is dead and dying, they post the tree for removal. They also do emergency immediate removals when a tree is about to fall over and could cause damage and when a tree's root system is blocking a sewer system or water supply. He said that the tree policy is a changing document.

Mr. Cox stated that they are developing a Tree Committee and they are working to become a Tree City USA, which would enable them to apply for grants to help replant trees.

Commissioner Guerra mentioned that his neighborhood has a lot of issues with the City and Southern California Edison with their tree policies. He asked who serves on the Tree Committee.

Mr. Cox responded that two citizens from each City Council district and staff from Parks, Recreation and Marine. This committee began to change the tree policy and has continued to handle appeals.

Commissioner Guerra stated that he has never seen a tree posting in the last 10 years and wondered if this was something new.

Mr. Cox responded that he came to the Street Maintenance Division a year and four months ago and they have since developed a Tree Committee, along with the policy, about six months ago.

Commissioner Guerra mentioned that his neighborhood, California Heights, has a very active tree organization and they have planted over 300 trees through money they raised or through grants. He said that Southern California Edison does not do a very good job of posting notices when trees are to be removed. They removed nine Queen Palms from Orange Avenue and didn't replace them with anything.

Mr. Hester stated that the Department has the same problem with Southern California Edison, such as at the Nature Center. He said that there is a group based out of the City Manager's office that is dealing with Southern California Edison issues. He said that this group would be a good place for this issue to be heard.

Mr. Tom Shippey said that this is not a problem that is unique with Southern California Edison; this is a nation-wide issue with every utility.

Commissioner Guerra requested the Commission receive a copy of the policy regarding postings for tree removal so they could provide it to residents.

Mr. Hester stated that there has been a real change with Public Works beginning with the new Director and new Bureau Manager, and there has been a real change in the last six to nine months, a real transition of realizing the importance of an urban forest.

Commissioner Waterfield stated that he received a packet in the mail from a citizen who had a tree fall on their car, and they were seeking to receive their insurance deductible back. He asked if that was appropriate for them to do.

Mr. Cox responded that it is appropriate. The citizen would be asked to file a claim with the City Clerk's office, and it would be reviewed by the City Attorney's office to either accept or decline.

Mr. Shippey stated that he could send a notice to the Commissioners of the next Tree Committee meeting, since his staff does attend those meetings.

Mr. Cox said that the next meeting is on April 6, at 6:00 p.m., at the Miller Foundation building on Cherry Avenue.

C. COST RECOVERY POLICIES

Mr. Hester stated that this was discussed in a previous Commission meeting and was referred to the Finance and Appeals Committee. It has never been officially finalized as a policy. He said that Geoff Hall has been the lead and has done a tremendous amount of work on this. He will be walking you through this and will answer any questions.

Mr. Hall said that in October he reported to the Commission that it was no longer urgent to get this in place, so it was decided to set it aside to wait for the citywide policies. Three weeks ago, the City Council's Budget Oversight Committee was introduced to the findings of the citywide fee study, which included our department. He said that this was in preparation of the fiscal year 2007 budget preparation process. Based on their discussion and communication from the Financial Management Department, it is very clear that fees and fee increases figure prominently into the fiscal year 2007 budget

process. They have already assumed a certain level of fee increases across the City into the Three-Year Financial Strategic Plan. In other words, for any fees for programs that we are already doing, increases cannot be applied towards reductions. If we come up with some new fees for some new things, we probably would be allowed to do that. The expectation is that we would raise fees to a level that is consistent with our policies over time to help reduce the City's structural deficit. Mr. Hall said that this would be a good time to have another meeting with the Finance and Appeals Committee. He also recommended that Commissioner Guerra attend this meeting to bring him up to speed on the issue. He suggested that the policies be brought to the April Commission meeting with a recommendation to adopt the policy.

Mr. Hester said that Mr. Hall has taken all the programs we charge fees for and put them into a matrix to show the impact of full cost recovery. He said that the current policy allows us the flexibility to give consideration for youth and senior programs. The adult programs have full cost recovery. It is important that the Committee see the impact.

Vice President Saltzgaver asked if there was any opportunity for cost plus.

Mr. Hall responded, no; cost plus is only allowed with a lease agreement, for example, the golf and tennis operations. However, the tennis operation's profit goes into a trust fund. Generally speaking, you cannot charge more than what the program costs; however, you can charge the overhead.

Mr. Hester said that information should be verified, just to make sure.

Vice President Saltzgaver stated that he would like to recommend that the Finance and Appeals Committee request an explanation of cost plus.

President Kozaites said that we would add that to the report, when the Finance and Appeals Committee reports to the full Commission next month.

It was moved by Vice President Saltzgaver and seconded by Commissioner Guerra to refer the cost recovery policies to the Finance and Appeals Committee for final review. The motion carried unanimously.

D. FOCUS ON RESULTS (FOR) LONG BEACH PRESENTATION – GEOFF HALL

Mr. Hall stated that City staff, with the support of the Mayor and City Council, has been working hard to implement a new, comprehensive performance management system, which is called Focus on Results or FOR Long Beach. Since 1999, with the initiation of the so-called Long Beach Plan, the City has been looking to implement the performance management system. He said that in early 2005, the City Manager's Office redoubled their efforts towards this and

identified goals and objectives, which he described. Mr. Hall said that the City, realizing that they needed to draw on outside expertise, put out a request for qualifications for qualified firms who were able to provide these services. The consultant firm that was selected was Wiedner and Associates, out of Austin, Texas, and they have done a lot of work for municipalities and the federal government across the nation. Mr. Hall went through the steps for the process and stated that the vehicle to bring this all about is called the Strategic Business Plan.

Mr. Hall stated that the goal of the Strategic Business Plan is to focus on critical issues over the next two to five years, as opposed to a ten-year plan. He said that it creates a program structure for the budget, establishes performance objectives, regularly communicates status of performance, and strengthens the decision-making process.

Mr. Hall stated that this plan would help the Department let the public know what we really do. The Department has not really educated the public as to what we do and what we are all about. He said that this documents the value of our services and helps demonstrate to the citizens that the services the Department provides are as essential to the health, safety, and quality of life as public safety. It also provides us with a tangible methodology for implementing our various strategic plans and initiatives. He went over the strategic objectives for the Department.

Mr. Hall said that there are three levels to the Strategic Business Plan, the lines of business, program, and service. He said that service is the deliverable that the customer receives from Department efforts, such as sports leagues, classes, leases, safety inspections, park patrols, and facility repairs. A program is a set of services that are grouped together around a common purpose for a result for the customer, such as youth and teens, seniors, environmental stewardship, park rangers, beach maintenance, and acquisition and development. A line of business is a set of programs undertaken with a plan of action organized to realize a high level of purpose with an overall identifiable outcome, such as a bureau. Each one of the programs is mapped to a citywide focus area. This is just a mechanism for helping the City to communicate.

Mr. Hall said that each line of business and each program have a purpose statement to keep our eyes focused on what we are doing and why we are doing it. With the program structure in place, the strategic objectives, and the issue statements all done, our attention from this point forward is primarily going to be focused on performance measures. Each program has from 4-12 measures, and a considerable amount of time was taken in putting them together. Mr. Hall discussed the four types of measures: outcomes, outputs, demands, and efficiencies.

Mr. Hall said that the budget has been restructured so City departments are currently reporting in terms of lines of business and programs. He said that

monthly and quarterly reports of key performance data are being prepared. He said that the Department is developing new procedures for counting participants and for customer satisfaction, to demonstrate the value of our services. Mr. Hall said that the Department would be preparing the FY07 budget with this performance data. He said that he would have more updates and information for the Commission, as it becomes available.

Vice President Saltzgaver stated that this is very different from the budget documents in previous years and it really does explain more about what the departments are doing with the money. He said this is also a huge environment shift and is an incredible project.

Mr. Hester recommended placing this item in a committee for ongoing discussions and reports.

Vice President Saltzgaver suggested that the Commission receive quarterly reports on the FOR Long Beach program.

President Kozaites stated that if there are specific issues, they could then be assigned to a specific committee.

XIII. COMMENTS

A. AUDIENCE

President Kozaites asked for comments from the audience. There were no comments from the audience.

B. STAFF

Mr. Geoff Hall said that over the past few months, the Department has been receiving an increasing number of complaints from patrons of the Recreation Dog Park about professional dog walkers and their perceived inability to control the number of dogs that they bring to the park. In some cases, they are bringing as many as 15 dogs per person. The idea is that they can't control that many dogs. Mr. Hall said that he learned on Tuesday night that there is a petition that is being circulated by dog park patrons to limit the number of dogs to six per person. At first glance, a limit of six dogs per person seems really reasonable, but we are aware that dog walkers provide a valuable service to our residents, many of whom are members of the Dog Park Association. He said that he has seen some very adept dog walkers who can handle more than six dogs.

Mr. Hall stated that before we proceed to pursue a limit on dogs, we felt that the issue deserved an airing and a recommendation from the Parks and Recreation Commission as to what we should do. He said that ultimately the issue would

end up as an ordinance, which means that it would go before the City Council. He stated that a limit is something that the Commission should give some serious thought to. He recommended that the item be referred to the Special Events and Recreation Committee, and he would set up a public meeting at the Recreation Park Community Center.

C. COMMISSIONERS

Commissioner Guerra complemented Mr. Dennis Eschen for being so accommodating and for moderating during the Sports Park public meeting.

Commissioner Waterfield said that California State University, Long Beach, is having their 3rd Annual Community Issues Forum, and he passed out flyers. He said that the forum topic is in line with what parks and recreation programs do.

Commissioner Waterfield stated that California State University, Long Beach, is holding a Gulf States Rebuild Benefit Concert, and he passed out flyers. He said that during spring break, he would be taking 32 students to Lake Charles, Louisiana to rebuild homes, and this concert is a fundraiser for that.

Vice President Saltzgaver said that the youth mayoral candidate forum drew a huge crowd and was well received.

President Kozaites thanked Vice President Saltzgaver for chairing the Commission meeting last month while he was gone.

XII. NEXT MEETING

The next meeting will be held at 9:00 a.m. on Thursday, April 20, 2006, at El Dorado Park West, in the Senior Center Library, 2800 Studebaker Road., Long Beach.

XIII. ADJOURNMENT

President Kozaites adjourned the meeting at 11:37 a.m.

Respectfully submitted,

Robin Black
Executive Secretary
to the Director

c: Phil T. Hester, Director of Parks, Recreation and Marine